

## PERSONAL DATA SHEET

**WARNING: Any misinterpretation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.****READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.**Print legibly. Tick appropriate boxes ( ☐ ) and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

1. CS ID No.

(Do not fill up. For CSC use only)

**I. PERSONAL INFORMATION**

2. SURNAME	NAYRE		
FIRST NAME	GILDA	NAME EXTENSION (JR., SR)	
MIDDLE NAME	PREJULA		
3. DATE OF BIRTH (mm/dd/yyyy)	1/3/1970	16. CITIZENSHIP	<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	CATBALOGAN, SAMAR	If holder of dual citizenship, please indicate the details.	
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	1.54 METERS	ZIP CODE	
8. WEIGHT (kg)	56 kgs		
9. BLOOD TYPE	B+	18. PERMANENT ADDRESS	House/Block/Lot No. Street GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	2001717240	ZIP CODE	6521
11. PAG-IBIG ID NO.	170000256090		
12. PHILHEALTH NO.	130000157431		
13. SSS NO.	N/A	19. TELEPHONE NO.	NONE
14. TIN NO	116-625-881	20. MOBILE NO.	09061935808
15. AGENCY EMPLOYEE NO.	V000359	21. E-MAIL ADDRESS (if any)	gprejulanayre@vsu.edu.ph

**II. FAMILY BACKGROUND**

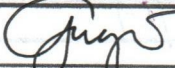
22. SPOUSE'S SURNAME	NAYRE		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	ARTEMIO	NAME EXTENSION (JR., SR)	AYSON FEB P. NAYRE	2/13/1990
MIDDLE NAME	TANO		ARGIL JAN P NAYRE	1/17/1994
OCCUPATION	ADMINISTRATIVE AIDE III		ATHENA MARIAN P. NAYRE	9/28/2011
EMPLOYER/BUSINESS NAME	OIVPRE, VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	BAYBAY CITY, LEYTE			
TELEPHONE NO.				
24. FATHER'S SURNAME	PREJULA (DECEASED)			
FIRST NAME	RESURRECION	NAME EXTENSION (JR., SR)		
MIDDLE NAME	BERMEJO			
25. MOTHER'S MAIDEN NAME				
SURNAME	VOLOSO			
FIRST NAME	GLORIAI			
MIDDLE NAME	BOCO			

(Continue on separate sheet if necessary)

**III. EDUCATIONAL BACKGROUND**

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Burauen North Central School		1975	1981	GRADUATE	1981	1st honorable mention
SECONDARY	Burauen Provincial High School		1981	1985	GRADUATE	1985	2nd honorable
VOCATIONAL / TRADE COURSE							
COLLEGE	Visayas State College of Agriculture	BS Agriculture maj.Agronomy	1985	1989	GRADUATE	1989	NONE
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE		DATE	7/9/19	CS FORM 212 (Revised 2017), Page 1 of 4
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27.	CAREER SERVICE/ RA 1080 (BOARD/ BAR) UNDER SPECIAL LAWS/ CES/ CSEE BARANGAY ELIGIBILITY / DRIVER'S LICENSE	RATING (If Applicable)	DATE OF EXAMINATION / CONFERMENT	PLACE OF EXAMINATION / CONFERMENT	LICENSE (if applicable)	
					NUMBER	Date of Validity
	CS Professional Exam	82.34%	10/17/1993	Tacloban City		
	Data Encoder MC#11 S. 1996			Tacloban city	26080489	11/15/99

**V. WORK EXPERIENCE**  
(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet.

[illegible]

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7/2/19

## VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIL NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S

[illegible]

(Continue on separate sheet if necessary)

#### VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED


[illegible]

(Continue on separate sheet if necessary)

## VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Banduria & Guitar Playing	Support Staff, Culture & the Arts Center	LSU Administrative Personnel Association (LSU-AdPA)
Microsoft Office (Word, Excel, Publisher, Powerpoint)	Member, Non Academic Personnel Board (April 2018 - present)	
	Model Clerk Award, August 10, 2015	

(Continue on separate sheet if necessary)

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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,

a. within the third degree?

b. within the fourth degree (for Local Government Unit - Career Employees)?

☐ YES

☒ NO

☐ YES

☒ NO

If YES, give details:

35. a. Have you ever been found guilty of any administrative offense?

b. Have you been criminally charged before any court?

☐ YES

☒ NO

☐ YES

☒ NO

If YES, give details:

Date Filed:

Status of Case/s:

36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?

☐ YES

☒ NO

If YES, give details:

37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?

☐ YES

☒ NO

If YES, give details:

38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?

b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?

☐ YES

☒ NO

☐ YES

☒ NO

If YES, give details:

39. Have you acquired the status of an immigrant or permanent resident of another country?

☐ YES

☒ NO

If YES, give details (country):

40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:

a. Are you a member of any indigenous group?

b. Are you a person with disability?

c. Are you a solo parent?

☐ YES

☒ NO

If YES, please specify:

☐ YES

☒ NO

If YES, please specify ID No:

☐ YES

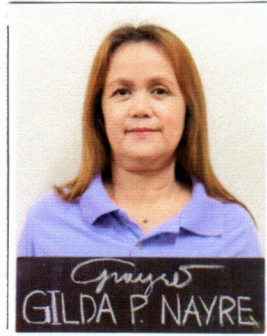
☒ NO

If YES, please specify ID No:

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)

NAME	ADDRESS	TEL. NO.
DR. GUIRALDO C. FERNANDEZ, JR.	VSU, BAYBAY CITY, LEYTE	
DR. SEREGENA RUTH L. MARTINEZ	VSU, BAYBAY CITY, LEYTE	
DR. MYRNA M. AVILA	ISR-DS, VSU, BAYBAY CITY, LEYTE	

42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head / authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.



PHOTO

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)

PLEASE INDICATE ID Number and Date of Issuance

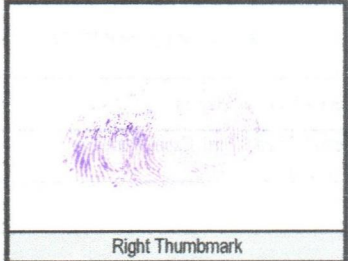
Government Issued ID: DRIVER'S LICENSE

ID/License/Passport No.: H12-07-000005

Date/Place of Issuance: Baybay City, Leyte

Signature (Sign inside the box)

Date Accomplished



Right Thumbmark

SUBSCRIBED AND SWORN to before me this 11 JUL 2019, affiant exhibiting his/her validly issued government ID as indicated above.

ATTY. RYSAN C. GUINOCOR

Person Administering Oath

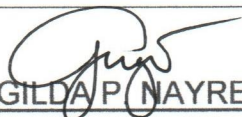
## WORK EXPERIENCE SHEET

**Instructions:** 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: January 1, 2016-present
  - Position: Administrative Aide VI
  - Name of Office/Unit: Dept. of Liberal Arts and Behavioral Sciences (DLABS)
  - Immediate Supervisor: Dr. Guiraldo C. Fernandez, Jr.
  - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Responsible in performing administrative and technical tasks e.g., preparation of individual teaching load and faculty workload, reports of teaching loads; preparation of standard government forms (cash advance/reimbursements/liquidations, purchase requests, RIS, leave of absence, certificate of service rendered of faculty members; monitoring of leave of absences/attendance; preparation of official communications; responds to queries and performs other related functions) ); performs functions as support staff of the Culture of the Arts Center
- 
- Duration: March 25, 2010-December 31, 2015
  - Position: Administrative Aide IV
  - Name of Office/Unit: Dept. of Liberal Arts and Behavioral Sciences
  - Immediate Supervisor: Dr. Justiniano L. Seroy/Dr. Guiraldo C. Fernandez, Jr.
  - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Responsible in performing administrative and technical tasks e.g., preparation of individual teaching load and faculty workload, reports of teaching loads; preparation of standard government forms (cash advance/reimbursements/liquidations, purchase requests, RIS, leave of absence, certificate of service rendered of faculty members; monitoring of leave of absences/attendance; preparation of official communications; responds to queries and performs other related functions); performs functions as staff of the Culture of the Arts Center

- Duration: December 1, 2004- March 24, 2010
  - Position: Administrative Aide III
  - Name of Office/Unit: Dept. of Arts and Letters (DAL) now DLABS
  - Immediate Supervisor: Prof. Norberto F. Canada/Dr. Zenaida C. Dumaguing
  - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Responsible in performing administrative and technical tasks e.g., preparation of standard government forms (cash advance/reimbursements/liquidations, purchase requests, RIS, leave of absence, certificate of service rendered of faculty members; monitoring of leave of absences/attendance; preparation of official communications; responds to queries and performs other related functions)
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- Duration: January 1, 1996-November 30, 2004
  - Position: Clerk I
  - Name of Office/Unit: Dept. of Arts and Letters (DAL), now DLABS
  - Immediate Supervisor: Prof. Norberto F. Canada
  - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Responsible in performing administrative and technical tasks e.g., preparation of standard government forms (cash advance/reimbursements/liquidations, purchase requests, RIS, leave of absence, certificate of service rendered of faculty members; monitoring of leave of absences/attendance; preparation of official communications; responds to queries and performs other related functions)
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- Duration: May 16, 1990-December 31, 1995
  - Position: Clerk I
  - Name of Office/Unit: Center for Social Research, now ISR-DS
  - Immediate Supervisor: Dr. Salvador Dagoy/Dr. Basilio A. Dabuet
  - Name of Agency/Organization and Location: Visayas State University, Baybay City, Leyte
  - List of Accomplishments and Contributions (if any)
  - Summary of Actual Duties
    - Responsible in performing administrative and technical tasks e.g., preparation of standard government forms (cash advance/reimbursements/liquidations, purchase requests, RIS, leave of absence; monitoring of leave of absences/attendance; preparation of official communications; encoding of research and extension reports; responds to queries and performs other related functions)

  
GILDA P. NAYRE

(Signature over Printed Name  
of Employee/Applicant)

Date: July 9, 2019